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OTM 2

9 April 1963

MEMORANDUM: All Members of the Mail and Courier Task Force

SUBJECT : Minutes of 8 April 63 Meeting

1. Attached hereto is a draft of the minutes of the 8 April 63 meeting for your information and review.
2. The minutes will be discussed, amended, or changed as necessary and adopted at our next meeting on 16 April 1963.
3. There is also attached a draft Headquarters Notice on Mail and Courier Service for review. The draft will be considered at our next meeting. Attachments B & C were furnished each member by at the 2 April 63 meeting.



Attachments:
As stated.

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**Minutes of Mail and Courier Task Force Meeting
of 8 April 1963**



2. The Minutes of the 2 April 1963 Task Force Meeting were discussed and the following changes were made:

a. Page 2, last paragraph, a change from five to eight scheduled runs.

3. The meeting was then turned over to the discussion of the Pneumatic Tube System. Major points discussed and actions taken were:

a. At the last meeting it was announced that the use being made of the tube systems represents a relatively small percentage of the capacity.

Average daily utilization and capacity of the three systems is:

A	2500 - 12000
B	600 - 10600
C	300 - 10600

At first glance it might appear that the system is not worth the operating costs involved. On the other hand the elimination of a potential 3400 daily hand-carries of documents presents a considerable man-hour savings.

b. A discussion of reasons why we do not obtain greater utilization revealed:

(1) The plans for the system were prepared in 1957-58. Since that date there have been many organizational changes which have

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caused many tube stations to be located where little or no use can be obtained. For instance one DD/R component is located in an area where four DD/P tube stations are located. Neither office will allow their material to pass thru the system. Likewise certain components are located in areas where tube stations were not planned. (Special Activities Staff and WH Division Support Staff) It is either impossible or too costly to provide stations at these locations.

(2) In all offices the preponderance of mail is too bulky to be handled in tube carriers.

(3) Restrictions are placed by some offices on movement of special handling or sensitive documents by tube.

(4) Resistance on the part of some senders to trust the system.

(5) The Cable Secretariat has not yet started to use the system.

(6) The mail and Courier service is efficient and probably easier to use by offices located some distance from a tube station. Also there is reluctance on the part of tube station operators to deliver mail to other offices.

c. It was determined that the following actions should lead to greater utilization of the system:

(1) The DD/P is making a study relative to lifting of restrictions now placed on RYBAT and KAPOK and other special handling documents. Currently the number of rejects averages about 2.5 to 3%. Reduction of this average is being sought which will increase the senders reliability

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in the system.

(2) Publication of a tube station directory which will include all offices the receiving office is willing to service from a station. Also attach a copy of current instructions on operation of the system for ready reference by operators.

(3) A carrier modification program is underway which will provide for positive locking of the dial rings. The carriers originally provided have smooth dial rings which has led to some inaccuracies in setting the proper alignment.

(4) Indoctrination and training of new EOD clerical employees in the system.

(5) Furnishing of a ticket printed "Priority send by Tube" for use by originators of mail.

4. (6) Provide additional carriers to volume stations.

4. [] was designated to review the possible use of the tube system with Cable Secretariat officers.

5. The next meeting has been set for 16 April 63 at 9:30 a.m.

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April 8, 1963

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MAIL AND COURIER SERVICE

1. The Mail and Courier Branch, OL, provides mail delivery and pick-up service each work day from Headquarters throughout the Washington Metropolitan Area as indicated below:

a. Other government agencies and outlying Agency buildings.

Morning and afternoon trips with approximate four-hour delivery schedules.

b. The Pentagon. Four trips daily with approximate two-hour delivery schedules.

c. Downtown Agency Buildings. Eight trips daily to and from R & S Building (Attachment A) from which service is provided to other installations (Attachments B & C). Average delivery time is two hours.

2. These schedules are provided to enable originators of material to make maximum use of the regular service available. Special courier service will be provided on a reimburseable basis (\$ ____ per trip) in those instances when mail must be handled on an "expedite" or "emergent" basis. This service should be requested only when absolutely necessary by a responsible officer of the requesting office, accompanied by a statement citing funds chargeable.

Calls should be referred to the Dispatcher, Mail and Courier Branch, Ext.

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